

**Town of Essex  
29 West Avenue  
Essex, CT – Meeting Room A**

**Building Committee**

**August 26, 2015**

**MINUTES**

Building Committee members in attendance:

Bruce Glowac  
Leigh Rankin  
Kelly Sterner

Others: Paul Drummey, CREC (Absent)  
Tom Fitzgerald, Region #4  
Norman Needleman, First Selectman

Meeting called to order by Bruce Glowac at 8:04 a.m.

**Approval of Minutes:**

***Kelly Sterner moved to approve the minutes of 8/5/15, seconded by Leigh Ranking. Passed unanimously. Motion carried.***

**CREC Report:**

Paul Drummey indicated that the Silktown crew @ the Elementary School is winding up. Last OACM (Owner, Architect and Construction Manager) meeting was scheduled for this afternoon with Tom Fitzgerald, Scott Jeffrey, John McConville and Mark Malcarne. Today's asbestos abatement work at the Town Hall will be done by 9:00 a.m. Paul handed the signed copy of the Silktown contracts for Town Hall and the Town Garage to Kelly.

Tom Fitzgerald indicated the school is still in cleanup mode and a lot of the cleanup has been done by Tom and his people. He stated that there were still a lot of nails around. Paul indicated some mill work needed to be done in last section on school roof. Paul will be putting together a spreadsheet with all the activity from start to finish and have it for next week's meeting. He will also have a punch of any and all outstanding items the need to be done or corrected. Paul will also discuss the final results of the change order for the roof cuts and the pitch pockets for the AC on the A wing. Work continues on the pockets and will hopefully be finished by Saturday.

Paul Drummey thanked everyone involved for being in such good shape on this project and indicated that Tom Fitzgerald was very instrumental in working on this project.

Kelly spoke briefly on the refiling and rewording of the State grant for this project and that it has been resubmitted. The State will issue a permanent project number so applications for reimbursement can be submitted and processed.

Paul spoke about the all employee meeting on Monday in the Town Hall Auditorium and felt it was well attended. There were several concerns with regards to children not being allowed on the premises as well as some employees concern on the asbestos abatement process. Bruce mentioned that the Town Hall project will be more challenging then the EES project with regards to operations, parking logistics, people wanting to play tennis, parking, etc. Paul will put out cones and tape to square off the construction area when asbestos abatement is being done between the hours of 6:00 a.m. and 9:00 a.m. Asbestos abatement signs will be posted during abatement work and removed when work is concluded on a daily basis.

Paul indicated that the time line for the Town Hall roofing project is currently at 2 weeks with the heavy lifting first and should be quickly wrapped up after that. Abatement will be done section by section. Once done here, Silktown will move onto work at the Town Garage.

Norman Needleman asked Paul Drummey if he had talked to Stew Shank, Emergency Management re: Emergency System antennas etc. Stew would like to make sure that one of the antennas is put back up on the school. Paul will remain in contact with Stew on these issues.

### **Old Business:**

- a. Air conditioning Essex Elem / Town Hall – Leigh said tomorrow will be the real test at the school with regards to the air conditioning. The temperature is set for 74. Leigh indicated that Tom (Thermomedics) did a great job on the installation. After Silktown is done at the EES, the Building Committee will discuss the next areas to be on the list to get A/C installation. Bruce suggests keeping the number of condensers at a minimum when designing the next phase. Leigh also suggested we need to look at what we want to do in the cafeteria and gymnasium. Bruce asked Tom F. to map out where the future condensing units will be placed, based on two classrooms per unit. Tom (Thermomedics) will start Town Hall's A/C installation when he completes the work he is currently doing in Chester.

Tom Fitzgerald indicated that the next pitch boxes we install at the School should be redesigned so lines enter from the sides instead of the tops. The library unit condenser was installed along with piping and the coil was shipped on Monday. It is expected to arrive this week or early next week.

- b. Roof ladders – Invoice from Global Equipment for the roof ladders was submitted to Kelly for payment.

- c. Fire Alarm proposal – TPC Associates were here and they will send an estimator down to price it.
- d. Town Garage – Bruce indicated that Leigh did a great job in the pricing of the building. Bruce wants it put on a plot plan and get it to the Inland Wetlands Commission prior to their next meeting on 9/8/15. This plan also needs to be shown to Dave DeLeeuw, Building Official, Dave Caroline, Public Works and Joe Budrow, ZEO. The building size is 40x80 with 4 bays. Leigh indicated that the garage doors are insulated and the door quote was sufficient. Should we decide we want them motorized, it would cost approximately 15% more. Hardware for the main door - closers and good locks will cost more as well.

Bruce indicated there are quite a few different heating furnaces at the Town Garage and we need to come up with a plan to convert them to natural gas if and when it goes thru to Deep River. Some of the areas may be combined to work off of one furnace. Stand-alone Modine unit have been suggested for the large garage areas. Bruce would like to consider two types of heating sources. Gas and Oil. No dates have yet been set on when gas line construction will be taking place. Norman believes propane may be another option to be considered.

- e. Bridge Projects – The Walnut Street and Ivory Street bridges are plugging along. We need to get the site plans prior to Spring. Contract has been signed and we can proceed to put in for reimbursement of completed work.

**New Business:**

- a. Land use offices / Town Hall. This next item is for them to get on the Building Committee agenda. Land use employees have some ideas and would like to share them. Bruce would like to schedule a meeting with them next week at 9:00 a.m. following the Building Committee Meeting at 8:00 a.m. Possible attendees are: Dave DeLeeuw, Darcy Roper, Keith Nolin and Lisa Fasulo. Kelly will send an invitation to them and anyone else who would like to attend the meeting. It was also noted to invite Ed Cook to a future meeting for some of his ideas.
- b. Oil Tank removal / relocation – Tom Fitzgerald is still waiting on a second proposal. Tom distributed two proposals that were broken down in two sections. One quote does not include the piping to new boiler or removing the 3000 gallons of oil from the tank. The latest test on the tank here at Town Hall passed. Bruce believes we should explore this a little more and expressed concern that this work was not included in the scope of the Bond package that was presented to the Town. Tom indicated there may be an option to sell the 6000 gallon school tank.

**Approval of invoices:**

Kelly Sterner submitted invoices for approval from CREC for May and June and is expecting July's soon.

***Bruce Glowac made a motion to approve and pay the following invoices: 3 invoices from H&R for a total of \$ 2,865.00, 1 invoice from Thermomedics for \$24,220.00, and 1 Invoice from Global Equipment Company for \$687.75., seconded by Leigh Rankin. Motion Passed.***

**Other business:**

Bruce presented a copy of an FOIA request he received from Ameri-Energy. It was addressed to the Essex Elementary School Building Committee and his attention. The request was for copies of Building Committee minutes and all correspondence referencing the daylighting at EES. Norman said that Maria Lucarelli was the Town FOI coordinator and would respond to the request and suggested that the Town Attorney should also be informed of the request. Bruce Glowac stated that he would give the FOIA request to Maria Lucarelli for a response and that a copy will go to the Town Attorney.

Kelly distributed a document indicating YTD spending on the Capital Improvement Projects.

**Adjournment:**

***Bruce Glowac made a motion to adjourn at 9:12 a.m., seconded by Leigh Rankin. Motion Passed.***

Respectfully submitted,

Yvonne M. Roziak